

26 April 1962

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report No. 16  
19-25 April 1962  
Assessment and Evaluation Staff

I. SIGNIFICANT ITEMS

None

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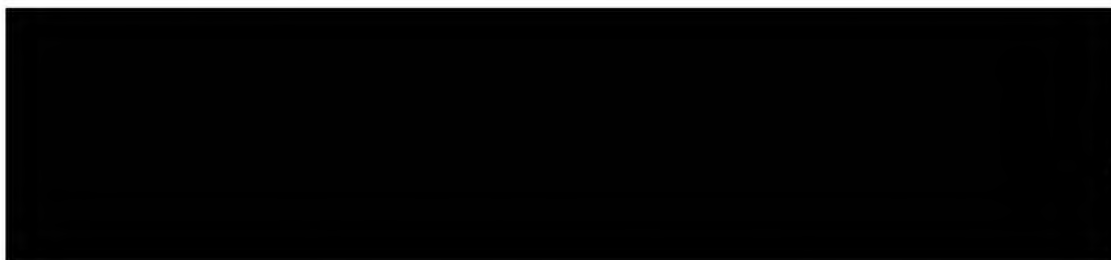
II. OTHER ACTIVITIES

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1. [REDACTED] and C/A&E have discussed the programming which has been done on the IRTC. So far Willis has programmed about 11% of this course and he estimates that approximately 33% of IRTC could be covered in a programmed text. Continuation of this work in the immediate future would depend upon [REDACTED] availability. He estimates that he would need about half time for a eight to twelve month period. This matter will be discussed with Chief/Intelligence School.

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3. [REDACTED] is departing for the [REDACTED] assignment [REDACTED] 6a early next week. It is anticipated he will be gone about six weeks.

4. On Saturday, 14 April, we completed this year's testing of applicants for summer employment. On four successive Saturdays, with eleven separate testing sessions, 164 applicants were tested, just a few more than a year ago. We administered both the Short Employment Tests and the typing test and did all the scoring and processing. Our final report to the Office of Personnel was a ranking of 306 individuals, consisting of those tested this year plus current applicants tested in a previous year.

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5. From 17 through 19 April [redacted] was [redacted] primarily with [redacted] to make some revisions in the OFC final evaluation report forms and to develop guidelines for preparing the descriptions of individual student achievement. In a content analysis of final reports on students in the previous OFC, [redacted] found that, except for the topic of reporting, there was infrequent mention of the student's understanding of the substantive subjects which the course covers; rather, the emphasis had been put on such matters as interpersonal skills and work habits. [redacted] also spent time with [redacted] on plans for some modest changes in final evaluation reports for the PM Course; these changes have been prompted by a review of previous PM reports made by [redacted] request. [redacted] returned to [redacted] on 24 April to [redacted] request, with [redacted] in reviewing the draft reports on the students in the OFC which has just been completed.

6. Through arrangements which [redacted] was able to make, OCR has provided us several hours of IBM sorting, computing, and tabulating work to process the data most recently received from [redacted]. It was not feasible to program this work for the RCA 501 at this time. OCR has indicated that they can probably do occasional work for us in the future also.

7. During the two weeks previous to this one, [redacted] and Nancy [redacted] have been spending mornings attending a series of sessions conducted by IBM representatives to acquaint affected Agency personnel with the new IBM 1401, acquired to supplement the RCA 501 facilities. Our data processing programs will continue to be run on the RCA 501, but in the near future the printing out of the finished product will have to be done with this new IBM equipment. Thus, Nancy is spending most of this week working on the conversion of that print-out program at the data processing installation in Central Building.

### III. PERSONNEL

Nothing to report.

[redacted] X1A9a  
Assessment and Evaluation Staff

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